

St. John's Playschool

100 St. John's Church Road

Concord, NC 28025

(704) 436-9274



2011-2012

It is very important that you keep this handbook and refer to it during the school year.

TABLE OF CONTENT

1. Program Philosophy
2. Staff
3. Arrival and Pickup Time & Procedures
4. Snacks, Lunch and Birthdays
5. Things from home
6. Dress for the Children
7. Policies on Health, Safety
8. Discipline
9. Tuition and Fees
10. On-Line Services
11. Services Offered
12. Field Trips (4 year olds only)
13. Daily Program
14. Calendar and Weather

This booklet has been prepared for the parents of children in our Playschool program. Please use this booklet, along with other materials given to you. Please feel free to call the school should you have any questions. We welcome comments and concerns about your child's development. We work as a team so that your child will have the best care and can develop according to his/her individual abilities. St. John's Playschool accepts children without regard to race, religion, sex, or national origin.

1. Program Philosophy

At St. John's we feel playing strengthens language, listening, sensory, motor, memory, and judgment skills. Our routines balance structure and free play, as well as active and quiet times.

Play is used as a learning experience and other times just for fun. There are many hidden values in playing...

- Playing provides opportunities for problem solving and critical thinking.
- Through play children express individualism and creativity as they explore, discover and experiment.
- Playing increases language development and practice in verbalizing thoughts.
- Children develop confidence, self-control, and independence and learn to take initiative.
- Imagination is used when children dramatize, pretend, and role play, expressing the thoughts and actions of many characters, real and imagined.
- Mastery skills are developed in learning to follow directions and rules.
- Many games require concentration, which is a wonderful way to increase attention span.
- An appreciation of music and sense of rhythm are acquired as children sing and play games.
- Social skills, cooperation, sharing and turn taking are learned.
- Positive adult/child relationships are enhanced as games are played together.

St. John's Playschool is a Christian playschool where the children are taught God's love. We will explore the Bible on a pre-schooler's level. We will read Bible stories, sing devotional songs, and learn prayers.

2. Staff

4 year olds – Lynn Allman, Rose Harkey, Robin Kluttz, Tammy Leonard, Etta Rowland and Tammy Widenhouse

3 year olds – Rose Harkey, Spring Harwood, Donna Johnson, Tammy Leonard

2 year olds – Maxine Johnson, Carla Mattox

If there is something that you do not approve of, or if you have suggestions, please call us and not each other! How can we solve problems with parents or children if we do not know what's going on? We urge your cooperation in this matter.

3. Arrival and Pickup Times and Procedures

Two-year-old Playschool will be in session on Tuesday & Thursday from 8:45 a.m. - 11:45 a.m. or Wednesday & Friday from 8:45 a.m.-11:45 a.m.

2 Day - Three-year-old Playschool will be in session on Tuesday and Thursday from 8:45 a.m. - 11:45 a.m.

4 Day – Three-year-old Playschool will be in session Monday through Thursday from 8:45 a.m. - 11:45 a.m.

3 Day - Four-year-old Playschool will be in session on Monday, Wednesday, and Friday from 8:45 a.m. - 12:15 p.m.

5 Day - Four-year-old Playschool will be in session Monday through Friday from 8:45 a.m. -12:15 p.m.

It is very important that your child does not arrive more than five minutes (8:40 a.m.) before his session begins. The teachers must set up the room for the day. If you come early, please keep your child in the car. **YOU MUST ACCOMPANY** your child into the building. We will not accept responsibility for your child unless you have personally given him or her into the care of one of our teachers. To avoid unnecessary disruptions and to ensure that all children have an opportunity to participate in classroom activities in the fullest measure, all children must arrive no later than 9:10 a.m. Also, our key pad doors will be unlocked during arrival and dismissal times only. They are locked at 9:00 each day. If your child is in the 2-year-old or 4-year-old program upstairs, after 9:00 you **must** enter at the downstairs door (the one on the playground side). This allows the secretary to do her job and not have to keep answering the door.

Please pick up your child **PROMPTLY** at dismissal time. Please come to the room for your child. All children must be picked up during their designated times above. For the first late pick-up; a warning note will be issued. After the first warning note, a fee of \$10.00 will be charged for each offense.

If your child will be picked up by someone other than yourself, or the person who regularly brings him/her to playschool, please send a note on that day to let us know who will pick them up and the phone number where we can reach that person. If a situation occurs during the morning where you need to send someone different to pick up your child, please call the playschool office at 704-436-9274 and let us know who will pick up your child and their phone number. Otherwise, we will not let a child go with anyone until we talk to you, the parent or caregiver.

Please use a parking space when dropping off or picking up your child. We ask that you not park on the brick pavers in front of the church. Please pass this information along to the person that is responsible for bringing or picking up your child.

4. Snacks, Lunch and Birthdays

***Please note:** According to the American Pediatric Association, peanuts and popcorn are not recommended for children 3 years old and younger because they are a choking hazard.

We will send a monthly calendar and newsletter home with your child. It will include children's names on their leader day as well as other events for that month. The leader gets to be line leader for all activities during the day as well as a helper to clean up after snack time. Your child will be scheduled on or as close as possible to his/her birthday for leader day. If you send treat bags for your child's birthday (this is optional), please send just enough for your child's class. For your child's birthday, you may send a special treat for the class. We recommend mini muffins, mini cupcakes, ice cream cups, or cookies.

Each class celebrates special days and seasons. Parents will be asked to help with parties or special days. A sign-up sheet will be outside each door, prior to the party, for you to sign up to help.

2-year old class

In the past, we have had parents pack a snack for their 2 year olds. However, it is difficult for a two-year-old to want his or her snack when someone else has something different. In fact, some of the children will get upset and not eat because they don't want what they have brought. So in order to alleviate this problem, we have decided to have everyone eat the same thing. Three parents will be responsible for snacks for each month. Two parents will supply food items and one will supply juice. You will be notified with a "snack helper" note prior to your child's turn. We will be asking you for specific healthy items such as goldfish, pretzels, animal crackers, cheese cubes, applesauce cups, fruit snacks, etc. Usually we will serve apple juice or water to drink. Please send an empty sippy cup with your child's name on it for snack.

3 year-old and 4-year old class

Please pack a healthy snack for your 3-year old and a light lunch for your 4-year old. You need to send the snack or lunch in a bag or lunch box with your child's name on it. **Please do not send a thermos, soft drinks or candy.** Small juice boxes work well or we will be glad to give your child water. Also, we ask that you not send things that need to be heated in the microwave. If we have to heat items for several children, it lengthens our lunch time thus throwing off our schedule.

5. Things From Home

What to Bring to School

1. Snack/lunch and drink each day. (3's and 4's only)
2. Two year olds: Everyday, our 2's need to bring a sippy cup labeled with their name along with a daily supply of diapers in a gallon Ziploc bag with their name written on the outside. Due to limited space, we are asking you not to send a diaper or book bag. We will need our coat rack for coats only. You will also need to send a change of clothes in a labeled Ziploc bag to be left at school for accidental purposes.
3. Three & Four-year olds need a change of clothes and socks in case of an "accident" in a plastic gallon zip lock bag with your child's name on it. Remember to change the clothes with the seasons.
4. Books, records, tapes, or pictures they wish to share with the group MUST have the child's name on them.

The first Monday of each month is Show & Tell for the 4 year olds. The first Tuesday of the month is Show & Tell for the 3's. Your child can bring one item from home to share with his/her class. Caution: Items such as necklaces, rings, or toys may be easily broken. The playschool will not be responsible for these items if broken.

What Not to Bring

1. Money - unless requested for a special purpose.
2. Candy, chewing gum, etc.
3. Toys of any kind, other than security blanket or toy. We will have special Show & Tell days when children can bring different things to share. **If your child insisted on bringing something on non show-n-tell days, it needs to be left in their cubby during playschool.** We have had several problems with this in the past, so leaving personal items in the car or at home is best.
4. Small items to be shared with other children (i.e. stickers, candy, etc.).

6. Dress for Children

Parents are asked to dress their child so that he/she will be comfortable. Use old clothes that you will not mind having stained with paint or chocolate pudding. The children need pants that have elastic in the waist, so that they can pull them up or down without any problems at bathroom time. Due to the material on our playground, we discourage wearing sandals or flip-flops. Sneakers are much more practical. **Please** mark all items (jackets, sweaters, hats, etc.) with your child's name.

7. Policies on Health and Safety

Your child **must** have a medical form filled out by a parent or physician. This form must be returned to us during the orientation days or by the first day of playschool. Dates of immunizations are required. A photocopy of the immunization record works well.

If a child is sick during the night or in the early morning (running a fever, pink eye, throwing up, diarrhea, a rash), **please do not send him/her to playschool.** Children need to be free of symptoms at least 24 hours before they return to playschool. If a child becomes sick during the morning, we will isolate the child and call a parent to come for him/her.

In case of extreme emergency, the child is taken directly to their doctor/doctors or to the emergency room, and then the parents are called.

As part of our policy of good health care, we have scheduled outdoor playtime of 30 minutes. We will go outside every day the temperature is above 40 degrees and not raining. Fresh air and exercise are important to each child's health.

If your child is in our 2-year-old program, we do not require him/her to be potty trained. If your child is in our 3-year-old program and is not potty trained, we expect to see improvement in the first 6 weeks. After the first 6 weeks, if we still have to change diapers/pull ups on a regular basis, your child may be asked to leave the program. Our 3-year-old classrooms are not equipped to handle diaper-changing. **Children in our 4-year-old program must be potty trained. (No Pull-ups)**

8. Discipline Policy

St. John's discipline policy helps promote fair and consistent guidelines for the safety of all.

Three basic rules are enforced:

1. I will keep my hands, feet and all objects to myself.
2. I will listen and follow directions.
3. I will be kind to others

The first time a rule is broken, our time-out policy will be enforced. We call it the "thinking chair." If a teacher feels a child needs a time-out she will sit the child in a designated chair for an age-appropriate amount of time. The child will be asked to think about his/her behavior. When their time is up, they may rejoin their classmates. If the child repeats the behavior, the incident will be documented and the child's parent will be notified. After 3 repeated incidents in which a rule has been broken, the child will be suspended for one week. The child may return after their week of suspension. If three incidents occur again and the child is suspended a second time, then the child must be evaluated by a professional. After being evaluated, the parents, teachers, and director will have a meeting to discuss re-admission into the school. (Due to development, this policy only applies to 3 and 4 year olds.)

For Health & Safety reason, St. John's Playschool cannot tolerate biting. The first time an incident occurs, a parent will be called and informed. If a second incident occurs, a parent will be called immediately to come and pick up their child. If biting occurs a third time, your child will be asked to leave the program. (This policy applies to all age groups)

Our 2 year old program does follow the discipline policy, however it is used in an age appropriate manner. We understand that 2 year olds do not fully understand how to share and get along with others. Therefore, we will use the "thinking chair" as discipline and document discipline problems. If a behavior continues to be a problem, parents will be notified.

9. Tuition and Fees

Tuition for each month is due on the first day of that month. If your child attends our program upstairs, please deposit your tuition in the mail slot of the office door. If your child attends our program downstairs, please deposit your tuition in the metal box on the wall above the phone. A reminder will be sent on the 5th of each month if we have not received your payment. If you receive a late reminder, your payment needs to be in by the next time your child comes to school unless other arrangements are made with the director or there will be a \$5.00 late charge added to your tuition. If tuition is not received for two consecutive months, the child will not be allowed to return to playschool unless arrangements are made with the director. **After February we can no longer accept late or partial payments. Any outstanding payments must be paid by February.**

***See payment plan sheet in child's orientation packet**

Please note: If we receive a check back from the bank marked insufficient funds, there will be a \$25.00 service fee. Also, if we receive a check marked with insufficient funds, we will no longer accept your checks. You will have to pay with cash or money order.

A non-refundable registration fee of \$40.00 is due when applications are turned in. This fee helps cover the cost of Playschool insurance and supplies for the year.

Tuition for 2-year-olds – 2-day program is \$98.00 a month
Tuition for 3-year-olds – 2-day program is \$98.00 a month
Tuition for 3-year-olds – 4-day program is \$139.00 a month
Tuition for 4-year-olds - 3-day program is \$123.00 a month
Tuition for 4-year-olds - 5-day program is \$155.00 a month

10. On-line Services

St. John's Playschool is pleased to announce the introduction of an electronic option for making tuition payments. Tuition can now be debited automatically from your checking or savings account or processed using your credit or debit program (if using credit card, you must pay the optional credit convenience fee of 2.65%). This new electronic payment program offers convenience for you. To make your payment on-line, you simply go to the website, www.stjohnslutheranchurch.net, click on "Donate/Contribute" on the left side, and then click "Donate Online" in the instructions on the next window. This will bring you to the donations web page created by Vanco Services. If it's your first time and you want to be able to track the history of your payments, then you must create a profile starting on the right side of the page and follow the instructions. After you create the profile, you will be able to choose the playschool fund for your payment. If you do not want to create a profile and track your payments, then simply follow down that page to put in the amount to the Playschool Fund, click CONTINUE, then enter your banking and address information. A "frequently asked questions" flyer is available in the church office, or you may call the church office at 704-436-6081 with your questions.

Another project we are working on is our own webpage which is a link on the St. John's church webpage. This will be a great way to post monthly newsletters and information to parents; or you can contact the Playschool Director. This is up and running; but please be patient as we are still making updates and changes.

11. Services Offered

Our primary service is to the enrichment of children in our area - to see that they have good care and are challenged according to their age and abilities.

The director and teachers are always available to the parents. We encourage parents to keep in direct contact with the teachers. Conferences can be arranged at any time during the year, if you have concerns. We will also assess the 4 year olds three times during the year. A conference schedule will be posted after the second assessment so parents may come in and review their child's development halfway through the year. We will also be happy to set up a time to speak with you at the end of the year if you or the teachers feel it is necessary.

Arrival and dismissal times are busy, important parts of our day. We ask your consideration in allowing teachers to be available to the children during Playschool hours. They are our primary concern and focus during that time. If there is something you need to make us aware of on a particular day, please send a note; but if you need more time to talk to a teacher, please let us know, so we can schedule a conference.

12. Field Trips (4-year-olds only)

Young children learn through direct experiences. By seeing, feeling, and doing, they establish understandings and acquire skills necessary for the development of meaningful concepts. Children become more aware of their natural habitat and of the importance of people and events as they acquire new meanings for their immediate environment through planned experiences, which allow for exploration and response.

When we go on field trips, we are allowed to take the church bus. It will hold 14 people plus the driver. So, we will ask for volunteer drivers and chaperones to go along with us. Usually, this provides adequate help and the number of adults that are needed. If we have difficulty getting enough help we may need to assign parents as drivers and supervisors. If we cannot acquire enough help, then a field trip may have to be canceled.

If you have suggestions to offer in the way of field trips or resource people who might be willing to visit our playschool, please let us know.

Field trips will be made regularly. Local trips may include: the pumpkin patch, fire department, library, CiCi's Pizza, and MPES at the end of the year. Field trips will be made during regular playschool time.

13. Daily Program

Your child will participate in a variety of activities such as:

- Working with paints, clay, crayons, blocks and other manipulative materials
- 3's & 4's will change classes mid morning to experience different learning materials
- Enjoying Bible stories, poetry, dramatizations, 30-minute videos and books
- Learning to share, take turns, to plan and to play with others
- Learning to respond rhythmically to music, singing new songs, and listening to different kinds of music
- Acquiring good health and cleanliness habits
- Periodically making excursions to points of interest in the community for 4-year-olds

This daily program has been developed to help each child to meet his/her spiritual, emotional, social, physical and personal needs.

14. Calendar and Weather

With the exception of Christmas and Easter, Playschool generally operates on the same calendar as Cabarrus County Schools. However, we begin approximately one week after Cabarrus County Schools start and end approximately two to three weeks before Cabarrus County Schools.

Please be sure to check your newsletter and calendar every month. If a date or event changes, it will be listed in the monthly newsletter and on the calendar.

We will be closed when Cabarrus County Schools are closed for holidays, teacher workdays or bad weather days. **Please note: If school is delayed one or two hours, we close for the day.** The Cabarrus County Schools inclement weather number is 704-784-6197.

Playschool **does not** make up snow days.

If Cabarrus County schools close due to bad weather conditions during our hours of operation, please pick up your child. We will be closing also.

PARENTS:

Please sign and return this section to Playschool within the first two weeks of school.

I have read and understand the policies and procedures of St. John's Playschool.

Signed _____

Date _____

Child's name and age _____